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Category	Technical
Course	POS Config.
Version	1.0
Client	Generic
Software	2.15.9

Configure POS Receipt Options

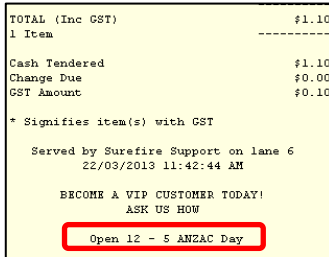
The customer receipt can be configured in different ways. This fact sheet instructs you on how to:

- change store information on the receipt
- prompt operator to print the customer receipt
- configure a savings message on the receipt

Hints and Tips

- ✓ POS needs to be restarted for these changes to take effect.
- ✓ **Receipt Formatting Rules**
 - Press the Enter key to leave a space between lines.
 - All lines will be centred.
 - You have no choice over font type or size.
 - The **Print First Row of Header Double Height** check box enables printing the first line of the Receipt Header double size.

Sample Receipt:



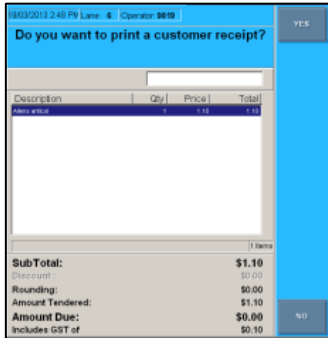
Procedure to Change Store Information on the Receipt

1.	From the HOS/BOS System menu, select Location Setup .	
2.	If a Head Office user, select the Location that you want to define. <i>*You'll be modifying the receipt text for all stores at and below the level that you select.*</i>	
3.	Double-click the Configure icon. <i>*If a Head Office user, click Yes to continue.*</i>	
4.	Click the Print -> Receipt tab.	
5.	Select Receipt Header or Receipt Footer .	
6.	Modify the text or type new information as required. <i>*E.g. Open 12pm - 5pm ANZAC Day.*</i> <i>*See Hints and Tips.*</i>	
7.	Click	
8.	Click Yes to continue. <i>*Or click Cancel to return to the settings.*</i>	
9.	Click OK .	
10.	Click to exit the Location Setup.	

Hints and Tips

✓ POS needs to be restarted for these changes to take effect.

✓ Example operator prompt screen:



- ✓ Note: if the customer opts to not receive a receipt:
- coupons (i.e. fuel coupons) will not print
 - any store copies of receipts will still print (i.e. account sale store copy, refund store copy)
 - reprint receipt will not give the operator the printing choice, it will always print the receipt.

Procedure to Prompt Operator to Print the Customer Receipt

1.	From the HOS/BOS System menu, select Location Setup .	
2.	If a Head Office user, select the Location that you want to define. <i>*You'll be enabling this prompt for all stores at and below the level that you select.*</i>	
3.	Double-click the Configure icon. <i>*If a Head Office user, click Yes to continue.*</i>	
4.	Click the Print -> More Receipt Settings tab.	
5.	Select the Confirm customer receipt printing check box.	
6.	Select the Bypass if Txn contains a Fuel Offer or coupon check box if you want a receipt to always print under these conditions. <i>*The operator won't be prompted to confirm receipt printing.*</i>	
7.	In the Bypass if Txn total >=\$ field, enter a value if you want a receipt to always print if the transaction is equal to or greater than this amount. <i>*This is usually used if you have fuel discount coupon that prints over a certain dollar spend.*</i> <i>*The operator won't be prompted to confirm receipt printing.*</i>	
8.	Click	
9.	Click Yes to continue. <i>*Or click Cancel to return to the settings.*</i>	
10.	Click OK .	
11.	Click to exit the Location Setup.	

Procedure to Configure a Savings Message on the Receipt

Hints and Tips

- ✓ **Print Savings on Receipt** only displays savings from promotions created against the stock record; it doesn't include price overrides, manual discounts at POS, markdowns, or automatic discounts.
 - The message/s won't print for an item if it receives other pricing instead of the promotion; e.g. a price override, manual discount at POS, markdown, or an automatic item discount.
- **Important!** The **CB Savings Description** only prints if your business uses prefixed cards configured and linked to that price level in SUREfire (only adding the price level against an AR account won't trigger the message). Refer to the [TECH-2d Configure Customer Cards Fact Sheet](#).

Sample Receipt:

Description	Total \$
PUMP HOUSE WATER	14.00
VIP saving \$5.00	
*ALLENS ANTICOL	
3 @ \$1.10	3.30
* #1 ME 3 FOR \$2.50	-0.80
P G/CIRCLE ORANGE PULP FREE JCE	3.99
Promo saving \$1.01	
COTTAGE CAKES CARROT	3.30
SubTotal	\$23.79
Rounding	\$0.01
TOTAL (Inc GST)	\$23.80
6 Items	
LOYALTY Card 100987	
Money Tendered	\$23.80
Change Due	\$0.00
GST Amount	\$0.23
* Signifies item(s) with GST	
SUPASTORE have saved you	\$6.81
Served by Surefire Support on Lane 2	

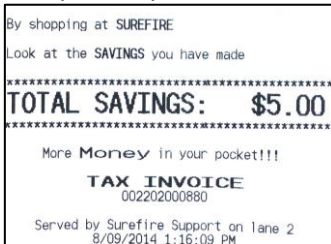
1.	From the HOS/BOS System menu, select Location Setup .	
2.	If a Head Office user, select the Location that you want to define. <i>*You'll be defining the receipt text for all stores at and below the level that you select.*</i>	
3.	Double-click the Configure icon. <i>*If a Head Office user, click Yes to continue.*</i>	
4.	Click the Print ->Receipt tab.	
5.	In the Print Savings on Receipt section, complete the following steps if you want promotion saving amounts to display underneath the products on the receipt: <ol style="list-style-type: none"> a. Select the Print Promotion Saving check box. b. Type the text to display for normal promotions. c. Type the text to display for loyalty (CB) price level promotion's (if used). <i>*See Hints and Tips.*</i>	



Hints and Tips

✓ The Loyalty Saving options that you select determines the total saving that's printed:

- **Add other configured discounts:** includes savings resulting from discounts (e.g. multi-buys), but only if the discounts have the **Show a total Dollar Saving on the Docket** check box selected in the Discount Wizard.
- **Add promotions:** includes savings from hosted or in-store promotions. Excludes manual discounts by the operator at POS or scanned in a markdown sticker.
- **Exclude prepack items:** exclude savings on [02...] barcodes on promotion e.g. ham p/kg from the deli.
- **Sample receipt:**



✓ You must use <> </> tags to format all text i.e. bold, double height, alignment. The **Help** contains a list of available tags.

✓ Once you enable a total saved message, only transaction level discounts which will still display that amount saved underneath the sub-total.

Description	Total \$
*ESKY CARRY BAG	4.99
*ALLENS ANTICOL	1.10
* % OFF ITEM	-0.55
SubTotal	\$5.54
VIP TXN DISCOUNT	
\$5.54 @ 10%	-\$0.55
Rounding	\$0.01
TOTAL (Inc GST)	\$5.00
2 Items	
VIP Card	C80010001

✓ The configuration is applied to the registers when **File Transfer** next runs and the operator logs off/on; if made at Head Office, this occurs after **HOS Export/Import** runs.

<p>6. Click the Account -> Loyalty 2 tab.</p>	<p>Help ? Down ▾ Up ▲ Check ✓ Next Page ► Prev Page ◀</p>
<p>7. In the Loyalty Saving section, complete the following steps if you want a total saved message to print at the end of the receipt:</p> <ol style="list-style-type: none"> Select the Print Loyalty Saving check box, to enable this function. Select the savings that you want to use in the calculation: Add other configured discounts, Add promotions and/or Exclude pre-pack items. Type the Loyalty Saving Text to print on the receipt; click Help for sample text and tags. <p><i>*See Hints and Tips.*</i></p>	
<p>8. Click </p>	
<p>9. Click Yes to continue. <i>*Or click Cancel to return to the settings.*</i></p>	
<p>10. Click OK.</p>	
<p>11. Click to exit the Location Setup.</p>	<p style="text-align: right;">☐</p>